WAPS CDC
Study Reference Material Distribution Program

BASE WAPS
MONITOR TRAINING PACKAGE
AFIADL/DOW

Overview

- Introduction
- Responsibilities
- WAPS CDC Orders
- MILPDS Inquiries
- Management Products

Introduction

- As Base WAPS Monitors, you play a key role in ensuring the WAPS CDC distribution program properly functions
- It is important for you to understand the program and your specific role

Introduction

- You must become familiar with the WAPS catalog to understand how the process works and train the Unit Monitors
- This presentation is not all-inclusive. It has been developed for use in conjunction with the WAPS catalog and AFI 36-2605

Responsibilities

- Understand how the WAPS CDC distribution process works
- Train Unit WAPS Monitors on the proper use of the WAPS catalog
- Assist Unit WAPS Monitors in clearing rejected transactions

WAPS CDC Orders

- MILPDS automatically orders WAPS CDCs for members who meet the basic eligibility criteria for promotion
- Basic eligibility criteria considers time-in-grade, projected separation and retirement dates, and High Year of Tenure

WAPS CDC Orders

- Material will not be shipped to individuals who are not eligible based on the basic eligibility criteria
- For example, if the time-in-grade requirement has not been met, material will not be shipped to the member.

WAPS CDC Orders

- If a member desires to get a “jump” start on studying prior to their eligibility, they may purchase study materials at their own expense between 1 Oct - 15 June each cycle. (This is not recommended as material requirements may change prior to the cycle the member becomes eligible.)

WAPS CDC Orders

- Members not eligible for promotion, due to skill level or other administrative reasons, may be identified as eligible based on the basic eligibility criteria
- When these individuals are identified as needing WAPS material by MILPDS and it is shipped to them, the material must be given to the individual

WAPS CDC Orders

- Individuals promoted 1 Sep - 31 Jan to SrA BTZ will not be identified by MILPDS system as requiring WAPS material
- These individuals must contact their Unit WAPS Monitor upon promotion to request their WAPS material

MILMOD Inquiries

- Tests are performed on the promotion file in MILPDS each July which generates a process date in the system. When performing MILPDS inquiries, process dates prior to September are not legitimate.
- Members should allow 8 weeks after shipment from AFIADL before contacting their Unit WAPS Monitor

MILMOD Inquiries

- MILPDS may be used to request WAPS material until 30 Jan in situations where the automated routine did not identify members needing material
- After 30 Jan, the unit must fax requests for material to AFIADL by memorandum. The requirements of the memorandum are described in the WAPS catalog

Management Products

- A RIP is generated in MILPDS for each member eligible to test
- The RIP notifies each person whether CDC materials have/have not been ordered for him/her
- An additional RIP is generated when materials are mailed by AFIADL

Management Products

- These products are generated to assist each member with receipt of their materials
- The RIPs must be printed and given to the individuals. The member can then follow-up if he/she does not receive the materials

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